

# **PROGRAMME GUIDE**

## **MASTER OF ARTS (FRENCH)**



**THE PEOPLE'S UNIVERSITY**  
School of Foreign Languages  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110 068

## **PROGRAMME CODE : MAFL (ODL -MODULAR)**

The University reserves the right to change the rules and procedures described in this Programme Guide. Please check from time to time with the University to get updates. Also read IGNOU Newsletter in which updates are given

### **RECOGNITION**

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and at par with Degree/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions vide UGC Circular No. F. 1-52/2000 (CPPII) dated May 5, 2004 & AIU Circular No. EV/B (449)/94/176915-177115 dated January 14, 1994

**Programme Coordinator** – Dr. Deepanwita Srivastava

**Programme Guide Preparation** -- Dr. Deepanwita Srivastava

Typing Assistant – Mr. Pankaj Pandey

---

April, 2023

© Indira Gandhi National Open University,

January, 2023

*All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi national Open University.*

*Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi - 110 068 or the official website of IGNOU i.e. [www.ignou.ac.in](http://www.ignou.ac.in).*

## **Contents**

1. ABOUT THE UNIVERSITY
2. SCHOOL OF FOREIGN LANGUAGES (SOFL)
3. ABOUT THE PROGRAMME
4. SCHEME OF STUDY
5. EVALUATION
6. SCHEME OF EXAMINATION
7. ADDRESS FOR ALL QUERIES
8. PRPGRAMME STRUCTURE & COURSE DETAILS
9. IGNOU REGIONAL CENTRES AND PARTNER INSTITUTIONS OUTSIDE INDIA
10. SOME FORMS FOR USE

---

## 1. ABOUT THE UNIVERSITY

---

The Indira Gandhi National Open University, established by an Act of Parliament in 1985, has emerged as the largest Mega University in the democratic world.

It began by offering two academic programmes in 1987, i.e. Diploma in Management and Diploma in Distance Education, with a strength of 4528 students. Today, it serves the educational aspirations of nearly 3 million students in India and 36 other countries through the twenty-one Schools of Study and a network of 61 Regional centers, more than 3000 Learner Support Centers and around 60 overseas centers. The University offers 486 Certificate, Diploma, Degree and Doctoral programmes, comprising around 3500 courses, with a strength of 420 faculty members and academic staff at the Headquarters and Regional Centres and about 45,000 counselors from conventional institutions of higher learning, professionals from various organizations, among others. The mandate of the University is to:

- Widen access by offering high quality innovative and need-based programmes at different levels, especially to the disadvantaged segments of society at affordable cost; and
- Promote, coordinate and regulate the standards of education offered through Open and Distance Learning in the country.

### Special Features

IGNOU has certain unique features:

- National jurisdiction
- Flexible admission rules
- Need-based academic programmes at affordable costs
- Diversified learner groups
- Modular programmes and credit system
- Rigorous course development mechanisms
- Multi-lingual instructional packages
- Flexibility in terms of place and duration of study.
- Use of latest information and communication technologies for blended learning
- An effective and integrated student support services network.

Resource sharing, collaboration and networking with State Open Universities and Distance Education Correspondence Course institutions.

---

## **2. SCHOOL OF FOREIGN LANGUAGES (SOFL)**

---

School of Foreign Languages is one of the 21 Schools of Studies at IGNOU. It was established in 2007, to promote communications across borders and countries. The school aims at offering various foreign languages from certificate up to research level.

The school ensures high quality education at different levels through an innovative multiple media teaching /learning.

The aim of the school is to:

- Offer innovative, flexible and cost effective foreign language programmes to learners from all sections of Society
- Offer Programme based on the specific needs of the learners
- Promote intercultural communication across borders and centres

**At present, School offers the following programmes:**

### **RESEARCH PROGRAMMES (Regular Mode)**

1. Ph.D FRENCH (PHDFL)
2. Ph.D ARABIC

### **ODL MODE**

1. M.A. French—MAFL
2. M.A. Arabic --- MAARB
3. M.A.RUSSIAN --- MARUS
1. Diploma in Teaching German (DGL)
2. Certificate in French Language (CFL)
3. Certificate in Arabic Language (CAL)
4. Certificate Programme in Spanish Language (CSPL)
5. Certificate in Persian Language (CPL) (Face to Face)
6. Certificate in German Language (CGL)
7. Certificate in French Language (CFL)
8. Certificate in Japanese Language (CJL)
9. Certificate in Korean Language (CKLC)

---

### **3. ABOUT THE PROGRAMME**

---

#### **M. A. FRENCH**

As outlined in its vision and mission, the Master's program in FRENCH represents one of the prime initiatives of core programme development at SOFL. This is the first ever Master's Programme in French Language in the Open and Distance Mode at an Indian University.

The program has been developed in response to the high learner demand for an M.A. degree in one of the most opted for foreign languages in India. It is designed as a modern learner friendly Master's program in the Open and Distance Learning (ODL) Mode (to be subsequently offered in Online Mode too)

1. The program follows a Modular structure allowing 02 points of exit -- after the 1st year with a Postgraduate Diploma in French and on completion of the 2nd year, with a full Masters degree -- M.A. French.
2. The courses have been developed keeping in mind both traditional components of a Masters program as well as those that are skill oriented and focused upon applied aspects of language learning.

#### **Objectives of the programme:**

The programme is designed to:

1. Offer advanced degree in French and Francophone studies through Open and Distance Learning Mode to learners from diverse backgrounds.
2. Present to learners a modern, innovative and learner friendly pedagogical model based on latest techniques and technology enabled learning tools.
3. Help learners have access to contemporary and relevant topics of study incorporating both traditional topics as well as recent additions.
4. Initiate learners into theoretical as well as applied aspects of translation and didactics in foreign languages
5. Introduce the basics of French and francophone culture, civilization, history and literature.
6. Familiarize them with perspectives on Open, Online and Distributed learning

#### **Target Learners:**

The M.A. French (modular) programme at IGNOU targets adult students and professionals who :--

- Have completed their undergraduate degrees, are employed and wishing to continue studies along with work
- Wish to continue advanced degrees in French Studies but in restrictive life conditions with limited mobility
- Want to resume Postgraduate studies after a considerable break in learning cycles

- Are in full time employment and looking for more flexible and learner-centric pedagogic models of Education
- International students willing to pursue M.A. French in ODL/ Online mode.
- Learners who are willing to join the teaching profession and desirous of pursuing subsequently higher research degree programs in French.
- Those wanting to appear at the JRF-NET Exams in India conducted by the University Grants Commission (UGC).

### **Duration:**

The proposed M.A. French will be a two years modular programme divided into four semesters consisting of 72 credits with exit Option with a Post Graduate Diploma in French after the completion of the first year course (36 credits).

This can be resumed again to complete the remaining 01 year of the programme and earn the degree of M.A. French.

**[Minimum duration: 2 years and Max. duration: 4 years]**

### **Credits:**

A student is required to complete 72 credits (whereas 1 credit is equivalent to 30 hours of study time) for the completion of programme and the award of degree.

### **Intended Learning Outcomes:**

Upon completion of the programme students should be able to demonstrate:

- Competence in French and Francophone studies – History, Culture, Literature and Civilization.
- Competence in translation/interpretation – Theory & Applied Speech and Texts from English to French and vice versa.
- Knowledge and understanding of Research Methodology from basics to advanced techniques.
- Ability to understand fundamentals of Linguistics and its role in teaching/learning of the French language.
- Ability to handle teaching/learning of French as a Foreign language using online tools, digital portals and formulate customized , relevant pedagogical material.
- Knowledge of literature, history and culture of francophone cultures across the world.

### **FRAMEWORK**

The programme will be based on IGNOU's teaching approach of Open and Distance learning, which facilitates learners to register irrespective of their place of origin and age group, thereby allowing students to continue their study along with their personal responsibilities and professional commitments

**Eligibility:**

Candidates seeking admission to the M.A. French programme should fulfil any **ONE** of the following criteria:

A) Three (03) Years Bachelors Programme (Undergraduate Degree) in French (French Hons) from any recognized Indian or Foreign University.

**OR**

B) Any Undergraduate Degree from a recognized Indian or Foreign University with **Four (04) semesters (02 years) of French as major subject at Undergraduate Level**

+

**UGC certified Diploma in French (B1 level)** from a recognized Indian/Foreign University or Certified Institution.

**OR**

C) Undergraduate Degree in **any subject** from a recognized Indian or Foreign University

+

**UGC certified Advanced Diploma in French (B2 Level or higher)** from a recognized Indian/Foreign University or Certified Institution as per university regulations.

**Evaluation:**

- The evaluation shall be done through continuous assessments and term-end examination as per University's evaluation norms.

**Medium:**

French/English

**Fee Structure:**

Fees for the full period to be paid is Rs.12,500/- with year-wise fee of Rs.6,225/- each. In the first year it is Rs. 6225/- which includes Registration Fee as per University regulations.

**Admission Cycle:** Admissions are conducted twice a year in July and January Sessions.

---

## **4. SCHEME OF STUDY**

---

### **A. Counselling Sessions / Weekend contact classes**

Though distance learning encourages self-learning greatly, contact classes are considered important features of the programme.

You will be helped by trained academic counselors/ subject experts who will hold discussions, clarify doubts, promote peer discussions and go through the materials provided to you in the relevant course that is being conducted in progression.

The contact sessions will be majorly in online mode and schedules shall be communicated to you in advance about timings by the Regional Centre. Though not



mandatory, it is beneficial to actively participate in the weekend contact sessions/tutorials to remain abreast with the discussions and any other query/clarification regarding assignments, projects and submission schedules.

### **B. Text / Written Content**

In an ODL model of study, the text materials constitute the main

Constituents of the instructional set, which are called the Self Learning Materials (SLMs).

These shall be made available to you in sequence as the programme progresses (in digital mode followed by print)

### **C. Audio-Video Resources**

Audio lectures followed by video lecture sessions will be part of the pedagogical support material provided. They shall be based on the text material provided and will reflect distinctly Blocks and Units as found in the text.

### **D. Interactive Radio Sessions on AIR Gyan-Vani and Gyan-Darshan**

Radio-based lectures or television sessions based on topics related to the courses in M.A. French will be made available from time to time.

Prior information on telecast and broadcast timings, presentation details etc. will be made available to learners.

## **DETAILS OF COURSE**

### **COURSES: YEAR 1**

#### **1. Introduction to Linguistics – MFL001**

06 credits = 3 blocks = 12 Units

#### **2. La vie contemporaine française et francophone – MFL002**

06 credits = 3 blocks = 12 Units

#### **3. Introduction à la traductologie – MFL003**

06 credits = 3 blocks = 12 Units

#### **4. Introduction à la didactique – MFL 004**

08 credits = 4 blocks = 16 Units

#### **5. Research Methodology (I) --- MFL 005**

02 credits = 01 block = 04 Units

#### **6. Le mémoire( enfrançais) – MFLP 006**

35 – 40 Pgs.PROJECT WORK (French) 08 Credits

## YEAR 2 COURSES

### 1. Littérature française et francophone--- MFL007

08 credits = 04 blocks = 16 Units

### 2. Traductologie appliquée – MFLI 008

08 credits = 04 blocks + Practical work

(INTERPRETATION) (French to English & vice versa)

### 3. Histoire française == MFL 009

04 credits = 02 blocks = 08 Units

### 4. Research Methodology (II)--- MFL 010

*\*\* (offered in English)*

04 credits = 02 blocks = 08 Units

### 5. Dissertation (enfrançais) – MFLP 011

12 credits--- 75-90 Pgs.

---

## 5. EVALUATION -- SCHEME OF EXAMINATION

---

Learners will be subject to :

a. Continuous Assesment, 30% weightage

and

b. Term End Examinations 70% weightage

Continuous assessment shall comprise of 01 assignment submission per course. Submissions will be done at respective regional centres and evaluated by the regional centres / academic counselors.

Topics for each course will be announced and learners can choose 01 topic for preparing the Assignment.

Only upon submission of all assignments will a candidate be eligible to sit for the Term End Examinations.

Term End Exams will be written and conducted at specified centres across India in offline mode.

### Examination Fee

Student will have to pay Rs.50/- for each course as examination fee and in case of failing to secure pass marks in any of the courses, will have to reappear in that course after paying the fee @ Rs. 50/- percourse.

## Examination Date Sheet

Examination Date Sheet (Schedule which indicated the date and time of examination for each course) is put on the IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) well in advance.

## Examination Centre (s)

Normally the study centre is the examination centre. However, a student is required to fill the examcentre code in the examination form.

For the purpose you are advised to go through the list of studycenters available in the Student Handbook and Prospectus/Programme Guide. In case any student wishes to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, examination centre chosen by a student, if not activated, the University will allot another examination centre under the same Region.

## Examination Form

Filling up of examination form is compulsory for taking Term-end examination. A copy of the Examination form is given in the Programme Guide. You can use it or download examination form from the IGNOU website i.e. [www.ignou.ac.in](http://www.ignou.ac.in). Examination form can be submitted as per the following scheme:

JUNE TEE	DEC. TEE	Late Fees	Where to submit form
1st March to 31st March	1st Sept to 30th Sept	Nil	At Regional Centre
1st April to 15th April	1st Oct to 20th Oct	Rs. 100/-	
21st April to 15th May	21st Oct to 15th Nov	Rs.500/-	
16th May to 26th May	16th Nov to 26th Nov	Rs. 1000	

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favor of IGNOU.

## Issue of Examination Hall Ticket

The University issues Examination Hall Ticket to the students at least two week before the commencement of Term-end Examination. The same could also be downloaded from the University's website [www.ignou.ac.in](http://www.ignou.ac.in).

In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination, he/she can download the hall ticket from the website and approach the exam centre for appearing in the exam.

## Eligibility for Examination

Before taking examination a student should meet the following conditions:

- i) Submitted the assignments prescribed for that course
- ii) Submitted the examination form within prescribed dates
- iii) Submitted the examination fee as prescribed

## Admit Card

After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact the Regional Director. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

Every student must bring identity card for appearing in Term End Examination along with the Admit Card.

## Specific Instructions for Assignments

The top of the first page of your response sheet should look like this:

Enrolment No.....Programme Title:

Course Code ..... Assignment No.....

Course Title.....

Student's Name:.....

Address.....

Signature with date.....

1. Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
2. Write the Programme Title, Course Code, Assignment number and Name of your Study Centre on the left hand corner of the first page of your response sheet.  
Course Code and Assignment Code may be reproduced from the assignment.
3. Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
4. Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
5. Write the responses in your own hand. Do not print or type the answers.
6. Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
7. Write each assignment separately. All the assignments should not be written in continuity.

8. Write the question number and the question with each answer.
9. The completed assignment should be submitted to counselor of your respective centers.. Under any circumstances do not send the tutor marked response sheets to the student Registration and Evaluation Division at the Head Quarters for evaluation.
10. After submitting the assignment gets the acknowledgement from the counselor on the prescribed assignment remittance-cum-acknowledgement card.

### **Examination Centre**

The University at its discretion may allot you any examination centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

### **Declaration of Result**

It is your duty to check whether you are registered for that course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, the University will not be able to attend to your problems.

### **Refund of Fees**

Fee once paid will not be refunded under any circumstances whatsoever.

### **Scheme of Awaiting Divisions**

As already indicated a student has to obtain minimum 40% marks in each component i.e. written assignment, other activities and Term-End Examination (TEE) course.

Overall scheme of awarding Divisions is as follows:

Distinction 75% and above

Ist Division 60% --- 74.9%

IInd Division/Pass – 50% --- 59.9%

IIIrd Division /Pass -- 40% ---49.9%

Unsuccessful - Below 40%

---

## **7. ADDRESS FOR ALL QUERIES**

---

- **Administrative Matters**

Regional Director of respective Regional Centre

- **Academic Matters**

Dr. Deepanwita Srivastava

Associate Professor, SOFL

M. A. French -- Programme Coordinator

Email: [deepan@ignou.ac.in](mailto:deepan@ignou.ac.in)

Contact No.+91-11- 29571639

## Regional Centres and Senior Staff

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
1	AGARTALA RC CODE :26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE AGARTALA MBB COLLEGE COMPOUND, AGARTALA, TRIPURA, PIN-799004  TEL: 0381-2516714,EMAIL: rcagartala@ignou.ac.in 7005311198; 9863426466 (Mob.)	DR.AROBINDO MAHATO, RD (ON DEPUTATION) MR. SUJIT DAS ,AR	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE :09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY, SARKHEJ, GANDHI NAGAR HIGHWAY,CHHARODI, AHMEDABAD – 382481 (GUJARAT)  TEL: 02717-242976  9825524580 (Mob.)  rcahmedabad@ignou.ac.in	DR. AVANI TRIVEDI BHATT, Sr. RD DR.RAMMURTI MEENA, ARD MR. S.BALAJI, AR MS. USHA BALAJI, AR	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI, MAHISAGAR AND CHHOTA UDAIPUR) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZAWL RC CODE :19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, YC-10, ROPHIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012 MIZORAM  TEL:0389-2391692 9436151784 (Mob.)  rcaizwal@ignou.ac.in	DR. S. R. ZONUNTHARA, Sr. RD, MR. SAMUELA RALTE, AR	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
4	ALIGARH RC CODE :47 SHIFTED TO RC NOIDA	<b>MAIN OFFICE</b> REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SRI TIKARAM KANYA MAHAVIDYALAYA, RAMGHAT ROAD ALIGARH (UP) – 202001 8869829838 (Mob.) 7004131597 (Mob.) rcaligarah@ignou.ac.in  <b>LOCAL OFFICE</b> REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH TEL:0120-2405012 / 2405014 0120-2405013	DR. M. SAFDAR-E-AZAM, ARD RD (I/C)	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI)
5	ANGUL RC CODE: 89	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, Plot No. 758-759, SIMILIPADA CHOWK ANGUL 759 122 ODISHA Tel. No. 06764- 230018/19 9717801895 (Mob.) rcangul@ignou.ac.in	Dr. MANOJ KUMAR DASH, Sr. RD	STATE OF ODISHA (DISTRICT:, BARAGARH, DEOGARH, SAMBALPUR, JHARSUGUDA SUNDERGARH, SONEPUR, BOUDH AND ANGUL)
6	BANGALORE RC CODE :13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NO.70-46-30/11, BMTCL OLD DIVISIONAL OFFICE (SOUTH), BTS BUS DEPOT ROAD, SHANATHI NAGAR, BANGALORE-560027 KARNATAKA  Tel: 080-29607272, 08029601235 (Mob.) 9449337272 (Whatsapp.) rcbangalore@ignou.ac.in	DR. S. RADHA, Sr. RD DR.M.SHANMUGAM, ARD DR. KASTRURI S. PESALA, ARD DR. HEMAMALINI H. C., ARD MS. R. SANTHALAKSHIMI, AR SH. T.G. RAJSHEKHAR, AD (S)	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)



SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
7	BHAGALPUR RC CODE :82	<p><b>MAIN OFFICE</b>            REGIONAL DIRECTOR (I/C)            IGNOU REGIONAL CENTRE            BHAGALPUR            ROOM NO.305,            INSTITUTIONAL AREA,            MITHA PUR,            PATNA – 800001            (BIHAR)</p> <p><b>LOCAL OFFICE</b>            REGIONAL DIRECTOR            IGNOU REGIONAL CENTRE,            DEPTT. OF ECONOMICS            BUILDING, TNB COLLEGE            CAMPUS,            BHAGALPUR – 812007            Tel:0641-2610055            9431107033 (Mob.)            rcbhagalpur@ignou.ac.in</p>	DR. SARAH NASREEN, ARD & RD (I/C) DR. OM PRAKASH TIWARI, ARD	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
8	BHOPAL RC CODE :15	<p>REGIONAL DIRECTOR            IGNOU REGIONAL CENTRE            12 ARERA HILLS,            BHOPAL – 462011            (MADHYA PRADESH)</p> <p>TEL:0755-2578455/2578452            0755-2570517</p> <p>9968658388 (Mob.)            rcbhopal@ignou.ac.in</p>	DR. BINI TOMS, Sr. RD AND I/C (REC-BHOPAL) MS. KUMUD VERMA, ARD DR. ANSHUMAN UPDHYAYA, DD, DR. SUBHAS RANJAN NAYAK, ARD DR. SMRITI GARGAVA, ARD SHRI C.P.MURSENIA, AR	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
9	BHUBANESHWAR RC CODE :21	<p>REGIONAL DIRECTOR            IGNOU REGIONAL CENTRE            C-1, INSTITUTIONAL AREA,            BHUBANESWAR – 751013            (ODISHA)</p> <p>TEL:0674-2301348 / 2301250            0674-2300310/330            0674-2971071            9437235847 (Mob.)            rcbhubaneswar@ignou.ac.in</p>	DR. S. K. TRIPATHY, Sr. RD DR. BIMAL CHANDRA NANDA, DD DR. SANTOSH KUMAR PANIGRAHI, ARD DR. PRAVAT KUMAR JENA, ARD MR. PRADIP KUMAR RATH, AR	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BALASORE, CUTTACK, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
10	BIJAPUR RC CODE :85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, PLAZA II TOURISM DEPARTMENT BUILDING OPP. DR.B.R. AMBEDKAR STADIUM INDI ROAD, VIJAYAPURA - 586101 KARNATAKA 08352-252006 9482311006 (Mob.) 7710047750 (Mob.) rcbijapur@ignou.ac.in	DR. A. VARADARAJAN, RD Dr B N DEVENDRA, ARD MR. THIRUMURUGAN, AR	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
11	CHANDIGARH RC CODE :06	<b>MAIN OFFICE</b> REGIONAL DIRECTOR IGNOU, REGIONAL CENTRE (CHANDIGARH) PLOT NO. 5, SECTOR 12 (PART I), URBAN ESTATE, KARNAL - 132001 (HARYANA)  <b>LOCAL OFFICE</b> REGIONAL DIRECTOR IGNOU, REGIONAL CENTRE (CHANDIGARH) CDCL BUILDING, GROUND FLOOR PLOT NO. 5, SECTOR 28 B MADHYA MARG, CHANDIGARH -160019 9411060765 (Mob.) rcchandigarh@ignou.ac.in	DR. BHANU PARTAP SINGH, RD DR. SAVITA PANWAR, ARD DR. NURUL HASSAN, ARD	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
12	CHENNAI RC CODE :25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1, EVK SAMPATH SALAI, VEPERY, CHENNAI - 600007  TAMILNADU TEL:044-26618040/26618489 9940130097 (Mob.) rcchennai@ignou.ac.in	DR. K. PANNEER SELVAM, Sr. RD DR. S. K. ZAREENA, ARD	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T.), RANIPET, TIRUPATTUR, CHENGALPATTU, KALLAKURICHI, MAYILADUTHURAI

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
13	COCHIN RC CODE :14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR, PO COCHIN – 682017 KERALA TEL:0484-2340203 9445120908 (Mob.) rccochin@ignou.ac.in	DR. J. S. DOROTHY, Sr.RD DR. V.T.JALAJAKUMARI, ARD DR. S.VIJAYARAGAVAN, ARD DR.PRASEETHA UNNIKRISHNAN, AD	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T.)
14	DARBHANGA RC CODE :46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IN FRONT OF NCC OFFICE L N M UNIV. CAMPUS KAMESHWAR NAGAR DARBHANGA-846004 (BIHAR) TEL:06272-251833 FAX: 06272-253719 9431801113 (Mob.) rcdarbhanga@ignou.ac.in	DR. ABHILASH NAYAK, SENIOR REGIONAL DIRECTOR DR. RAJEEV KUMAR, ARD SH. RAJESH KUMAR SHARMA, AR	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
15	DEHRADUN RC CODE :31	REGIONAL DIRECTOR REGIONAL CENTRE: DEHRADUN NANOOR KHERA, TAPOVAN RAIPUR ROAD, DEHRADUN-248008 UTTARAKHAND TEL:0135-2789200 0135-2789205 9410706050 (Mob.) rcdehradun@ignou.ac.in	DR.ANIL KUMAR DIMRI, Sr. RD DR. RANJAN KUMAR, DD DR. JAGDAMBA PRASAD, ARD	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
16	DELHI 1 RC CODE :07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044  TEL:011-26990085 /26990089 9479608369 (Mob.) rcdelhi1@ignou.ac.in	DR.ASHOK SHARMA, RD MS. MONI SAHAY, ARD DR. VIKASH SINGHAL, ARD DR. ARSHIA HUSSAIN, ARD MR. SUDHIR KUMAR, AR	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
17	DELHI 2 RC CODE :29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE (DELHI-2) (IAEA HOUSE) INDIAN ADULT EDUCATION ASSOCIATION, 17-B, INDRAPRASTHA ESTATE, MAHATMA GANDHI MARG, OPPOSITE INDRAPRASTHA METRO STATION, NEXT TO WHO CONSTRUCTED BUILDING NEW DELHI – 110002  TEL:011-23379373 /23792376 23379377 / 9868168469 (Mob.) rcdelhi2@ignou.ac.in	DR.KANAN SHARMA, Sr. RD DR. D. P. SINGH, ARD DR. SHYNI DUGGAL, ARD DR. RITA CHAUHAN, ARD DR. MEENA SINGH, ARD DR. ATAUR RAHMAN, ARD SH. R. SHIVARAJ , AR SH. KULWANT SINGH, AR	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJARA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI)
18	DELHI 3 RC CODE :38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE (DELHI-3) DELHI LIBRARY ASSOCIATION BUILDING RANGANTHAN BHAWAN, C-BLOCK, NEAR COMMUNITY CENTRE, NARAINA VIHAR NEW DELHI – 110028  TEL:011-25774255/25774256 9971762641 (Mob.) rcdelhi3@ignou.ac.in	DR. A.M SAKLANI, Sr. RD DR. EKTA SHARMA, ARD (SG) DR. M. R. FAISAL , ARD SH. YASHPAL, AR	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
19	DEOGHAR RC CODE :87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADAKINI SADAN, BASUWADIH, ROHINI ROAD JASIDIH DEOGHAR – 814142 (JHARKHAND)  9431327377 (Mob.) 8986646561 (Mob.) 8986613424(Mob.)  rcdeoghar@ignou.ac.in	DR. ARVIND MANOJ KUMAR SINGH, ARD (RD I/c) DR. SAROJ KUMAR MISHRA, ARD	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
20	GANGTOK RC CODE :24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE, TADONG PO. TADONG GANGTOK -737102 SIKKIM PHONE : 03592-270923 / 231102, 03592-231103 EMAIL : rcgangtok@ignou. ac.in 9832093223 (Mob.)	DR. YONAH BHUTIA, Sr. RD	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
21	GUWAHATI RC CODE :04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI ASSAM 781005 TEL:0361-2343771 / 2343785 0361-2343786 0361-2343784 9436304240 (Mob.) rcguwahati@ignou.ac.in	SH. JOSEPH SOMI, RD DR. MOHEMMAD BANIYAMUDDIN, ARD SH. NADA TADO, AR	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
22	HYDERABAD RC CODE :01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE FIRST FLOOR, M-5 BLOCK MANORANJAN COMPLEX, TELANGANA STATE HOUSING BOARD COMPLEX (ADJACENT TO GANDHI BHAWAN METRO STATION) M. J. ROAD, NAMPALLY HYDERABAD - 500 001 TELANGANA TEL:040-23117550 9492451812(Mob.) 9490144393 (Mob.) rchyderabad@ignou.ac.in	DR. K. RAMESH, RD DR. P. M. SOWJANYA, ARD DR. RAJU BOLLA, ARD SH. D.V RAMANA , AR	STATE OF TELANGANA (DISTRICT: ADILABAD, BHADRADRI, KOTHAGUDEM, HYDERABAD, JAGTIAL, JANGAON, JAYASHANKAR BHOOPALPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL NAGAR KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGAREDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL RURAL, WARANGAL URBAN, YADADRI, BHUANAGIRI)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
23	IMPHAL RC CODE :17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, ASHA - JINA COMPLEX NORTH AOC , IMPHAL, MANIPUR -795001  TEL:0385-2953462 9434069397 (Mob.) rcimphal@ignou.ac.in	DR. SALAM DILAN SINGH, RD DR. OINAM JAYALAKSHMI DEVI, ARD, SH. KH. SUSHIL KUMAR SINGH, AR	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUNPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)
24	ITANAGAR RC CODE :03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HMCT BUILDING, RAJIV GANDHI GOVT. POLYTECHNIC, VIVEK VIHAR, ITANAGAR – 791113 (ARUNACHAL PRADESH)  TEL:0360-2954806 9435733728 (Mob.) rcitanagar@ignou.ac.in	DR. SANJIB KATAKY, RD DR. SUMAN ADHIKARI,ARD	STATE OF ARUNACHAL PRADESH (DISTRICTS: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KAMLE, KRA DAADI, KURUNG KUMEY, LEPA RADA, LOHIT, LONGDING, LOWER DIBANG VALLEY, LOWER SIANG, LOWER SUBANSIRI, NAMSAI, PAKKE-KESSANG, PAPUMPARE, SHI YOMI, SIANG, TAWANG, TIRAP, UPPER DIBANG VALLEY, UPPER SIANG, UPPER SUBANSIRI, WEST KAMENG, WEST SIANG)
25	JABALPUR RC CODE :41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 <sup>ND</sup> FLOOR, ARTS BLOCK, RAJSHEKHAR BHAVAN, RDVV CAMPUS, PACHPEDI, JABALPUR – 482001 (MADHYA PRADESH)  TEL:0761-2600411/2609896 9434312494 (Mob.) rcjabalpur@ignou.ac.in	DR. SOMASI. SRINIVAS, RD DR. HARISH KUMAR KEWAT, ARD DR. VIVEK SHRIVASTAVA, ARD DR. ANITA PAHADIYA, ARD SH. RAVI KANT TIWARI, AR	STATE OF MADHYA PRADESH (DISTRICT: ANUPPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, NIWARI, TIKAMGARH)
26	JAIPUR RC CODE :23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/80, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR – 302020 (RAJASTHAN) TEL:0141-2781079 7597454843 (Mob.) rcjaipur@ignou.ac.in	DR. MAMTA BHATIA, Sr. RD DR. INDU RAVI, ARD SH. SHER SINGH, ARD SH. PAWAN KUMAR, AR	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHOPUR , SIKAR, SRIGANGANAGAR & TONK)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
27	JAMMU RC CODE :12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O SPMR COLLEGE OF COMMERCE, CANAL ROAD, AUROBINDO BLOCK, 1ST FLOOR, JAMMU – 180001 (J&K)  TEL:0191- 2546529 8492989090 (Mob.) rcjammu@ignou.ac.in	DR. SANDEEP GUPTA, ARD & RD (I/C) DR. VIKRAM SINGH, ARD DR. ASHA UPADHYAY, ARD SH. TEJINDER PAL SINGH, DR	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
28	JODHPUR RC CODE :88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 439, OPPISTE KAMLA NAGAR HOSPITAL, PAL LINK ROAD, JODHPUR – 342008 (RAJASTHAN) TEL:0291-2755424 0291-2756579 9414036579 (Mob.) rcjodhpur@ignou.ac.in	DR. AJAY VARDHAN ACHARYA, ARD & RD (I/C) DR. MUKHTYAR ALI, ARD DR. RUPALI SRIVASTAVA, ARD SH. R.S. MEENA, AR	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
29	JORHAT RC CODE :37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT P/O KOROKATOLY, BALIGAON JORHAT, ASSAM – 785015 TEL:0376-2951116 0376-2951114 9435300316 (Mob.) rcjorhat@ignou.ac.in	DR. ANIL CH. BORAH Sr. RD	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)
30	KARNAL RC CODE :10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO.5, SECTOR 12, (Part-1), URBAN ESTATE, KARNAL – 132001 (HARYANA) TEL:0184-2271514 9466436503 (Mob.) rckarnal@ignou.ac.in	DR DHARAMPAL, ARD & RD (I/C) DR AMIT KUMAR JAIN, ARD MS ANAMIKA, AR	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR AND CHARKHIDADRI)



SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
31	KHANNA RC CODE :22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I.BUILDING BULEPUR DISTRICT LUDHIANA, KHANNA-141401 (PUNJAB)  TEL:01628-229993 / 237361 9780200700 (Mob.) rckhanna@ignou.ac.in	DR. SANTOSH KUMARI, Sr. RD DR. PRAMESH CHANDRA, ARD DR. KAMLESH MEENA, ARD SH. PAPU SINGH, AR	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT, MALERKOTLA)
32	KOHIMA RC CODE :20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, NEAR MT. HERMON SCHOOL, DBHSS ROAD, KENUOZOU AREA KOHIMA-797001, NAGALAND.  TEL:0370-2260366 / 2260167 0370-2241968 9436766999(Mob.) rckohima@ignou.ac.in	DR. TIMIR TRIPATHI, RD (ON DEPUTATION)  DR. MAYONMI SHIMRAY, ARD	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
33	KOLKATA RC CODE :28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 (WEST BENGAL) TEL:033-23349850 033-23592719 / 23589323 (RCL) 033-23347576/24739393 MOB:9570328976 rckolkata@ignou.ac.in	DR. G.N. SHIVA KUMAR, Sr. RD DR. SUJATA DUTTA HAZARIKA, DD DR. BISWAJIT BHOWMIK, DD DR. AJAY KUMAR BEHERA, ARD DR. SANTANU MUKHERJEE, ARD SH. SANZAYA PATEL, AR	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
34	KORAPUT RC CODE :44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTT. AGRICULTURE OFFICE ROAD, KORAPUT - 764020 (ODISHA) TEL:06852-252982 9492036146 (Mob.) 8332092833 (Mob.) 9439331223 (Mob.) rckoraput@ignou.ac.in	DR. B. RAJAGOPAL, RD DR. LATIKA KUMARI MISHRA, ARD DR. BANSHIDHAR BARIK, ARD DR. MADHAB KUMAR BISOYI, ARD	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, NABARANGPUR, NUAPADA, RAYAGADA, BOLANGIR, KALAHANDI)



SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
35	LUCKNOW RC CODE :27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH TEL:0522-2442832 9450362910(Mob.) rclucknow@ignou.ac.in	DR. MANORAMA SINGH, Sr. RD DR. ANIL KUMAR MISRA, DD DR. KIRTI VIKRAM SINGH, ARD DR. REENA KUMARI, ARD DR. ANAMIKA SINHA, ARD	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOLA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
36	MADURAI RC CODE :43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR MAIN ROAD (BEHIND JEEVA THEATRE) MADURAI- 625018 TAMIL NADU. TEL: 0452-2380775, 2380733 9442150808 (Mob.) rcmadurai@ignou.ac.in	DR.M.SHANMUGAM, Sr. RD DR. G. ANBALAGAN, ARD Sh. S. ANANDAN, AD(S) SH. S. ELAMPARITHI,AR	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR TENKASI, TIRUNELVELI, TUTICORIN)
37	MUMBAI RC CODE :49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE (MUMBAI) 1ST, 2ND AND 3RD FLOOR, MAHATMA BUILDING-03, PLOT NO.43, OPP. DAV PUBLIC SCHOOL,SECTOR 09, NEW PANVEL EAST, DISTT. RAJGARH ,PIN : 410206, MUMBAI (MAHARASHTRA) 9441866568 (Mob.) rcmumbai@ignou.ac.in	DR. E. KRISHNA RAO, ARD & RD (I/C) DR. NAMBOOTHIRIPAD P, ARD SH. M. VIJAYAKUMAR, AR	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
38	NAGPUR RC CODE :36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA TEL:0712-2536999,2537999 0712-2538999 9923993311(Mob.) rcnagpur@ignou.ac.in	DR. P. SIVASWAROOP, Sr. RD DR. Y. VENKATESHWARLU, ARD DR. K. SASHI COUMAR BRUMOT, ARD	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
39	NOIDA RC CODE :39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH TEL:0120-2405012 / 2405014 0120-2405013 9971762641(Mob.) rcnoida@ignou.ac.in	DR.AMIT CHATURVEDI, Sr. RD DR. SIRAN MUKHERJEE, ADDL.SR.RD DR. M. A. LASKAR, ARD DR. ANJANA, ARD SH. ANIL KUMAR, AR	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL, RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
40	PANAJI RC CODE :08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H.NO.1576, NEAR P & T STAFF QUARTERS, ALTO PORVORIM, P.O. GOA- 403521. GOA TEL:0832-2414553 9764425250(Mob.) rcpanaji@ignou.ac.in	DR. KAMESHWARI MOORTY, Sr. RD DR.GODUGU SHRINIVAS, ARD SH. RAMANJANEYA, AR	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA), STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)
41	PATNA RC CODE :05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA MITHAPUR PATNA PATNA - 800 001 BIHAR TEL:0612-2365039,2360080 9438036660(Mob.) 8521919590(Mob.) rcpatna@ignou.ac.in	DR. ABHILASH NAYAK, Sr. RD DR. SHALINI, ARD DR. SHALINI DIXIT, ARD DR. ASIF IQBAL, ARD SH. ANAND KUMAR, AR	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
42	PORT BLAIR RC CODE :02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING , OPP. CNETRAL WORK SHOP APWD, 18 TAGORE ROAD,MOHAN PURA PORT BLAIR SOUTH ANDAMAN, DISTT.- 744101, (A&N) TEL:03192-242888 03192-230111 9434260714(Mob.) rcportblair@ignou.ac.in	DR. R.VENKATA RAMANA MURTHY, RD (ON DEPUTATION)	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
43	PUNE RC CODE :16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, FIRST FLOOR, 270, SENAPATI BAPAT ROAD, PUNE – 411016 (MAHARASHTRA) TEL:020-25671864 9441929218(Mob.) 7013473708(Mob.) rcpune@ignou.ac.in	DR. D.R.SHARMA, Sr. RD DR. S. SAUNAND, ARD DR. N. R. RAJENDRA PRASAD, ARD MR. SANDEEP A. SANE, AR	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
44	RAGHUNATH- GANJ RC CODE :50 SHIFTED TO RC KOLKATTA	<b>MAIN OFFICE</b> REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 (WEST BENGAL) TEL:033-23349850 033-23592719 / 23589323 (RCL) 033-23347576/24739393 9570328976 (Mob.)	Dr. Shiva Kumar G.N. Sr. RD	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
		<b>LOCAL OFFICE</b> REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAGHUNATHGANJ 1ST FLOOR, B-9 KARMATIRTHA COMPLEX, UMARPUR, (NEAR UMARPUR CROSSING, HAAT BAZAR) RAGHUNATHGANJ, P.O- GHORSALA, DIST. MURSHIDABAD (WEST BENGAL), INDIA. 9570328976(Mob.) PIN: 742 235. E-MAIL: rcraghunathganj@ignou.ac.in		
45	RAIPUR RC CODE :35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA, RAIPUR POST SADDU RAIPUR – 492014 (CHHATTISGARH) TEL:0771-2283285/2971322 9424203734(Mob.) rcraipur@ignou.ac.in	DR. H. SANGEETA MAJHI, RD DR. BIJAYA KUMAR SAHOO, ARD SHRI PRADEEP KUMAR DAS, AR	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
46	RAJKOT RC CODE :42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360005 GUJARAT  TEL:0281-2572988 FAX: 0281-2571603 9824673124(Mob.) rcrajkot@ignou.ac.in	DR. RUPAL M. KUBAVAT, ARD & RD (I/C) DR. A.H.VED, DR	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
47	RANCHI RC CODE :32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 <sup>ND</sup> FLOOR, KRISHNA MALL, ASHOK NAGAR, RANCHI – 834002 (JHARKHAND)  TEL:0651-2244688/2244699 0651-2244677 9438133363(Mob.) rcranchi@ignou.ac.in	DR. SUBHAKANT MOHANTY, Sr. RD DR. MOTI RAM, DD DR. RAGINI KUMARI, ARD	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, GARHWA, PALAMU)
48	SAHARSA RC CODE :86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAXMI NIWAS,KOSHI CHOWK, SAHARSA – 852201, BIHAR TEL: 06478-219015, 06478- 295252 9473194888(Mob.) rcsaharsa@ignou.ac.in	DR. MIRZA NEHAL AHMAD BAIG, RD(I/c) SH. OJHA JAI PRAKASH, AR	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNIA)
49	SHILLONG RC CODE :18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SHILLONG NEHU CAMPUS UMSHING-MAWKYNROH SHILLONG, MEGHALAYA-793022 0364 – 2950669 9436465886(Mob.) rcshillong@ignou.ac.	DR. RAHUL BHATTACHERJEE, RD (ON DEPUTATION ) DR. LALCHHARLIANI, ARD DR. N. S. SINGH, ARD MS. EVERIS L. KYNNSHI, AR	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, SOUTH WEST GARO HILLS, WEST GARO HILLS, NORTH GARO HILLS, SOUTH GARO HILLS, EAST JAINTIA HILLS, WEST JAINTIA HILLS, EAST KHASI HILLS, SOUTH WEST KHASI HILLS, WEST KHASI HILLS, EASTERN WEST KHASI HILLS, RI-BHOI.
50	SHIMLA RC CODE :11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLOCK NO.9, SDA COMPLEX, KASUMPTI, SHIMLA- 171009 (HIMACHAL PRADESH)  TEL:0177-2624612 / 2624613 18001808055 (TOLL FREE) FAX: 0177-2624611 8427753410(Mob.) rcshimla@ignou.ac.in	DR. JOGENDRA KUMAR YADAV, RD DR. MOHAN SHARMA, ARD MS. KUSUM LATA, AR	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL &SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
51	SILIGURI RC CODE :45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12,J.C BOSE ROAD SUBHAS PALLY SILIGURI DISTRICT- DARJEELING WEST BENGAL-734001 TEL:0353-2526818 9434199100(Mob.) rcsiliguri@ignou.ac.in	DR. PRAVIN PRALAYANKAR, ARD& RD (I/C) SH. MANOJ ROY V. ,AR	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
52	SRINAGAR RC CODE :30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDYA BHAWAN, KURSU RAJ BAGH, SRINAGAR – 190008 (J&K) TEL:0194-3501851 9797018011(Mob.) rcsrinagar@ignou.ac.in	DR. SHAHNAWAZ AHMED DAR,RD (ON DEPUTATION) DR. MUDASIR HASSAN BHAT, ARD	UT OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
53	TRIVANDRUM RC CODE :40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX, KILLIPPALAM, KARAMANA PO THIRUVANANTHAPURAM- 695 002  KERALA 0471-2344113/2344120 0471-2344121(FAX) 9447500581(Mob.) rctrivandrum@ignou.ac.in	DR. B. SUKUMAR,Sr.RD DR. PRIYA PRADEEP, ARD DR. T. R. SATYAKEERTHY, ARD MR.R.RAJA, AR	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURA M), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
54	VARANASI RC CODE :48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH  TEL:0542-2368622 0522-2368448 0542-2369629  9896344566(Mob.) rcvaranasi@ignou.ac.in	DR. UPENDRA NABH TRIPATI, RD (I/C) DR. SANJAY KUMAR, ARD DR. SHRAVAN KUMAR PANDEY, ARD	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, ALLAHABAD, AZAMGARH, BALLIA, CHANDAUJI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, PRATAPGARH, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, SULTANPUR, VARANASI)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS/ TELEPHONE NO. FAX & EMAIL	SENIOR STAFF	JURISDICTION
55	VATAKARA RC CODE :83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NO.14/329 B-E, (ADJ. TO 110 KV, KSEB SUBSTATION) ARAKKILAD ROAD, PUTHUR, VATAKARA – 673 104. KERALA TEL:0496-2525281 9497721366(Mob.) rcvatakara@ignou.ac.in	DR. M. RAJESH, Sr..RD DR. PRAMEELA O. ARD SH. B. PRAVEEN KUMARA, AR	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHICODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)
56	VIJAYAWADA RC CODE :33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 9-76-18, FIRST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL PREMISES, 1- TOWN KOTHAPETA, VIJAYAWADA – 520001 ANDHRA PRADESH  TEL:0866-2565253 8891850816(Mob.) rcvijayawada@ignou.ac.in	DR. K. SUMALATHA, ARD & RD (I/C) DR. B. PRASAD BABU, ARD SH. CHENNU BALACHANDAR, AR SH. V.V.S.R. KRISHNA, AD(S)	STATE OF ANDHRA PRADESH (DISTRICT: NTR, KRISHNA, PALNADU, GUNTUR, BAPATLA, PRAKASAM, SRI POTTI SRIRAMULU NELLORE, KURNOOL, NANDYAL, ANANTAPURAMU, SRI SATHYA SAI, YSR, ANNAMAYYA, TIRUPATI, CHITTOOR)
57	VISAKHAPATNAM RC CODE :84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, VUDA COMPLEX USHODAYA JUNCTION SECTOR – 12, M.V.P. COLONY  VISAKHAPATNAM – 530017  ANDHRA PRADESH, INDIA  TEL:0891-2511200  rcvisakhapatnam@ignou.ac.in	DR. DHARMA RAO GONIPATI, RD SH. A. LAKSHMIPATHI RAO, AR	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: SRIKAKULAM, PARVATHIPURAM MANYAM, VIZIANAGARAM, VISAKHAPATNAM, ALLURI SITARAMARAJU, ANAKAPALLI, KAKINADA, KONASEEMA, EAST GODAVARI, ELURU, WEST GODAVARI) AND YANAM TOWN OF PUDUCHERRY UT

Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name :	Medium : <input type="text"/>
Course Code : <input type="text"/>	For Office Use Only
S.No.	Assignment No.
	Sr. No. : <input type="text"/>
	Date of Receipt : <input type="text"/>
	Name of Evaluator : <input type="text"/>
	Date of despatch to the Evaluator : <input type="text"/>
	Date of receipt from Evaluator : <input type="text"/>
Sig. of dealing Accountant	
Date :	

<b>INDIRA GANDHI NATIONAL OPEN UNIVERSITY</b>	
<b>ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM</b>	
Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name :	Medium : <input type="text"/>
Course Code : <input type="text"/>	
S.No.	Assignment No.
	Sr. No. : <input type="text"/>
	Signature of the receiver
	Date : <input type="text"/>
Signature of the Student	Seal
Date :	
<b>FOR OFFICE USE ONLY</b>	

- Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.  
2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

### CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

If you change your address please complete the form using block capitals and indicating :

Programme of Study  
Enrolment Number

Name

New or Corrected Address including Pin

New Study Centre Code

Choice for Medium of Study

Date of Change

For change/correction of address and change of study centre the form should be mailed to :

**The Regional Director of your region.**

### INDIRA GANDHI NATIONAL OPEN UNIVERSITY CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

Programme Code

Date Change effective from

Enrolment Number

Name

New Address

Existing Study Centre Code

Town

State

Pin

State Code  (See Code List 2 of Guide to Applicant)

Signature :

Date :

New Study Centre Code :

**NOTE : TWO FORMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY.**



To  
The Regional Director



Change of Medium: Rs. 500/- for 4 credit and Rs. 1000/- for 8 credit per course  
Change of Courses: Rs. 500/- for 4 credit per course  
Rs. 1000/- for 8 credit per course.  
This is permitted within 30 days from receipt of first set of course material

Sub.:                   1. Change of Medium of Study  
                          2. Change of Courses of Study

Enrolment No.: 

--	--	--	--	--	--	--	--	--

1. Change of Medium: From \_\_\_\_\_ to \_\_\_\_\_

2. Change of courses of study as per following details:

Title of the Course offered at the time of Registration	Medium	New Course to be offered	Medium

**Fee Details:** Demand draft is to be made in the name of IGNOU payable at the city of your Regional Centre.

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Amount Rs. \_\_\_\_\_ Drawn on \_\_\_\_\_

Signature:

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone & Email \_\_\_\_\_



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Student Evaluation Division**  
**Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

--	--	--	--	--	--	--	--	--

Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

Month and year of last  
examination in which you  
have completed the Programme .....

Mailing Address .....

.....

.....

.....

(Please Enclose a copy of your complete grade card.)

Filled in Application Form should be sent to:

**The Registrar (Student Evaluation Division)**  
**IGNOU,**  
**Maidan Garhi,**  
**New Delhi-110068**

Date .....

.....

Signature





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**MAIDAN GARHI, NEW DELHI-110068**

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

**(Rules & Regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).**

1. Name: .....

2. Programme:  Enrolment No:

3. Address: .....

.....

..... Pin Code

4. Contact No .....

5. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December .....

(b) Exam Centre Code:

(c) Exam Centre Address: .....

.....

.....

(d) Course(s): .....

6. Fee details:-

(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)

No. of Course(s):..... × ₹ 100/- = Total Amount: .....

Demand Draft No.: ..... Date .....

Issuing Bank: .....

7. Self attested photocopy of the Identity Card : Attached/Not attached  
 issued by the University

**UNDERTAKING**

I hereby undertake that the answer script(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date: .....

Signature: .....

Place: .....

Name: .....

P.T.O.

## RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. The fee for photocopy of answer script shall be Rs. 100/- (Rupees One Hundred only) per course. Fee should be paid in the form of Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below in the last Para) along with the prescribed fee within 45 days from the date of declaration of results i.e., the date on which the result are placed on the IGNOU website.
4. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
5. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
6. Application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmes:

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar, Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi - 110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Division at Hqs.
2.	Dy. Registrar, Evaluation Centre Periyar Thidal No. 50 EVK Sampath Road Vepery, Chennai-600 007	All Examinatin Centres in Chennai, Hyderabad Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara
3.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre 2nd Floor, Bismaun Tower W. Gandhi Maidan Patna-800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj
4.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar
5.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar
6.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-411 016	All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizawl
7.	Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Bagupara PO-Aswinin Nagar, VIP Road Baguiati, Kolkata - 700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi

\* For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION**

**APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END  
EXAMINATION**

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

1. Name : .....
2. Programme:  Enrolment No:
3. Address: .....

.....  
..... Pin

4. Reason for early declaration of result: .....

.....  
(enclose a copy of the documentary evidence specifying the reason for early declaration)

5. Courses(s) detail for early evaluation:-

S.No.	Course Code	Date of Examination
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

6. Exam. Centre details, from where you have to appear/appeared at Term-end Examination:-

Exam. Centre Code:  Address of Exam. Centre: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Fee detail:**

(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): ..... × ₹ 700/- = Total Amount: .....

Demand Draft No.: ..... Date: .....

Issuing Bank: .....

Date:.....

(Signature of the student)

P.T.O.

## **RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
  - i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
  - ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre “Mangolik” H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
 MAIDAN GARHI, NEW DELHI-110068**

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

1. Name : .....

2. Programme :  Enrolment No. 

--	--	--	--	--	--	--	--	--	--

3. Address:.....  
 .....

..... PIN: 

--	--	--	--	--	--	--

4. Month and Year of the Exam : .....

5. Examination Centre Code :

6. Address of Examination Centre: .....

7. Courses, in which Re-evaluation is sought	COURSE CODE	MARKS/ GRADE OBTAINED
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

8. **Fee detail:**  
 (The fee for Re-evaluation of answer script is ₹ 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): ..... × ₹ 500/- = Total Amount: .....

Demand Draft No. .... Date: .....

Issuing Bank: .....

Date: .....

**Signature of the student**

(P.T.O)



## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

- 1) The request for re-evaluation by the student must be made within one month of declaration of his/ her results.
- 2) The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,  
Please mention ‘**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**’
- 7) The application form duly filled-in may be sent to the following address except CPE\* &DPE\* programmes.
- 8) **Application form must reach within the prescribed dates at the following address:**

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 00	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre “Mangolik” H/H- 19/1, Baguipara Baguiati P.O- Aswininagar, VIP Road, Kolkata -700159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

\* For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

### APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

Prescribed dates for submission of form: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> to 31<sup>st</sup> October for December Term- end Exam.

1. Name: .....

2. Programme: ..... Enrolment No: .....

3. Address: .....

.....

..... Pin 

--	--	--	--	--	--

4. Term-end examination, in which programme completed June and December .....

Total marks/Overall point grade obtained ..... Percentage obtained .....

.....

(Please enclosed photocopy of the statement of marks/grades card)

5. Courses(s), in which improvement is sought: 

	COURSE CODE	COURSE CODE
--	-------------	-------------

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): ..... X ₹ 500/- = Total Amount: .....

Demand Draft No.: ..... Date: .....

Issuing Bank: .....

7. Term-end examination, in which you wish to appear:- June/December.....

8. Examination centre details, where you wish to appear in term-end examination:-

Exam. Centre Code..... City/Town .....

.....

#### UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class

Date:.....

Signature.....

Place: .....

Name:.....

## **RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS**

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
  - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2<sup>nd</sup> and 1<sup>st</sup> division.
  - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar,  
Student Evaluation Division,  
Indira Gandhi National Open University,  
Maidan Garhi,  
New Delhi-110068**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**STUDENT EVALUATION DIVISION**  
**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name : .....
  2. Programme:  Enrolment No: 

--	--	--	--	--	--	--	--	--	--
  3. Address: .....  
 .....  
 ..... Pin 

--	--	--	--	--	--
  4. Purpose for which: .....  
 transcript is required .....
  5. **Fee detail:**  
 Fee for the official transcript:-  
 Rs. 200/- per transcript, if to be sent to the student/institute in India.  
 Rs. 400/- or US\$1000 per transcript, if required to be sent to the Institute outside India by the University.  
 (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of transcript(s): ..... × Rs. 200/ Rs. 400/- or US\$100 = Total Amount: Rs..... Required
- Demand Draft No.: ..... Date: .....
- Issuing Bank: .....
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
  7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)  
 .....  
 .....  
 .....

Date:..... (Signature of the student)

The filled in form with the requisite fee is to be sent to:-

**The Registrar,  
 Student Evaluation Division,  
 Indira Gandhi National Open University,  
 Maidan Garhi,  
 New Delhi-110068.**

**Note:** The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
Maidan Garhi, New Delhi-110 068

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET**

Name .....

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Address

.....

.....

.....

.....

Pin

--	--	--	--	--	--

Programme .....

Month and Year of the Exam. ....

Centre from where appeared at  
last examination .....

Bank Draft / IPO No. .... Dated .....

for ₹ 150/- in favour of IGNOU, New Delhi .....

.....  
Signature

Phone : .....

Date : .....

**Note :** Fee for duplicate grade card ₹150/-. The duplicate grade card/mark sheet will be sent by Registered post.

The filled in form with the requisite fee is to be sent to :

The Registrar (Student Evaluation Division)  
Indira Gandhi National Open University  
Maidan Garhi,  
New Delhi-110 068



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110 068  
TERM-END EXAM – JUNE / DECEMBER, 201\_\_\_

Serial No.

Control No.

**INSTRUCTIONS**

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in **CAPITAL LETTERS** only within the box without touching the lines as shown in the sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Programme Code            
 Regional Centre Code      
 Study Centre Code

Enrolment No.            
 Exam Centre Code (Where you wish to appear in Exam)

Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname)

Address for Correspondence (Do not give Post Box No. Address. Leave a blank box between each unit of address like House No., Street Name, PO, etc.)

City            
 District

State            
 Pin Code

MOBILE NO.            
 E-MAIL

Physically Handicapped (Please tick the relevant box) YES  NO   
 Scribe/Amanuensis required by the student (Please tick the relevant box) YES  NO

**FOR SCRIBE/AMANUENSIS, THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE**

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA/ PGDLAN / BLIS Programmes. **FEE ₹60/- PER COURSE (Demand draft in favour of IGNOU and payable at City of Regional Centre under which your exam centre falls.)**

S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>

**FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)**

<b>Total No. of Courses</b>		<b>Total Amount</b>	
Theory Courses	₹ × 60	<input type="text"/>	<input type="text"/>
Practical Courses	₹ × 60	<input type="text"/>	<input type="text"/>
Late Fee		<input type="text"/>	<input type="text"/>
<b>TOTAL</b>		<input type="text"/>	<input type="text"/>

1. Draft No.      
 Amount      
 2. Draft No.      
 Amount      
 Date   /   /

SIGNATURE OF THE STUDENT (within the Box only)

Issuing Branch \_\_\_\_\_  
 Payable at (Regional Centre under which your exam centre falls)

ISSUING BANK

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DECEMBER TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-*	1 Nov. to 15 Nov.	₹ 1000/-*	

\*Exam for these students will be conducted at Regional Centre city only.

**Before submitting the examination form please ensure that:**

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

**In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.**

**PLEASE NOTE :**

- Examination fee per course is - ₹60/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - Regional Centre under which your examination centre falls
- Demand draft to be made in favour of - IGNOU and payable at the city where submitting the exam form

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website ([www.ignou.ac.in](http://www.ignou.ac.in)). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website ([www.ignou.ac.in](http://www.ignou.ac.in)) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.
13. No student will be allowed two exam centres for a TEE.

**DECLARATION**

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date \_\_\_\_\_

(Signature of the student)

Phone No. (R) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email Id \_\_\_\_\_

Phone No. (O) (with STD code) \_\_\_\_\_

**AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF  
STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/  
COMMUNITY COLLEGE**

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code \_\_\_\_\_

Date \_\_\_\_\_

(Signature & Stamp of Co-ordinator/Incharge)  
Study Centre/PSC/PI/Community College

To  
The Regional Director



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub : Non-receipt of Study Material & Assignments**

Enrolement No. 

--	--	--	--	--	--	--	--	--	--

Programme 

--

Medium of Study 

--

I have not received the study Materials/Assignments in respect of the following :

Sl. No.	Course Code	Blocks	Assignments
---------	-------------	--------	-------------

I have remitted all the dues towards the course fee and there is No change in my address given as follows :

Name and Address : .....  
Signature : .....  
Date : .....  
.....  
.....

**For Official Use**

Date of despatch of study material/assignments to students .....



Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum. ....

Please indicate course, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS**

(Please Tick (✓) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address .....

Signature .....

.....

Date .....

.....

..... PIN

**For Official Use Only :**

Date of Despatch of Assignments to student .....



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

(To be submitted at the concerned Regional Centre)

**Application Form for Issue of Migration Certificate**

(To be filled in by the Applicant – Before filling in the form, see instruction on reverse)

1. Name :.....
2. Father's/Husband's Name :.....
3. Address ..... Pin .....
4. Particulars of last examination .....

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

5. Name of the Regional Centre and Study Centre in which the Candidate is attached .....
6. Name of the University to which the Candidate wants to migrate .....

<p>Draft Details</p> <p>Amount Rs. _____ D.D. No. _____ Date _____</p> <p>Bank Name _____ Place of Issue _____</p>
--

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt./Km. \_\_\_\_\_ is correct as per scholar register.
  2. He/She may be issued the Migration Certificate applied for \_\_\_\_\_
- Date \_\_\_\_\_ Dealing Assistant \_\_\_\_\_ Section Officer \_\_\_\_\_

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all fee due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Applicant

## INSTRUCTIONS

1. A fee of Rs. 400/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 400/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_  
resident of \_\_\_\_\_  
hereby solemnly declare that the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_  
issued to me by the \_\_\_\_\_ to enable me to join \_\_\_\_\_  
\_\_\_\_\_ University has been lost and I did not join any other University on the basis of the  
same nor have I submitted the same for joining any other University. In case the lost Migration Certificate  
is found, I shall deposit the same to the University”.



# Indira Gandhi National Open University

## Student Satisfaction Survey

**Kind Attention: All Past and Present Students of IGNOU!**

**Now you rank our Performance...**

*Dear Student,*

*As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to [www.ignou.ac.in](http://www.ignou.ac.in). Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.*

*Vice-Chancellor, IGNOU.*

Enrolment No. .... Name .....

Gender :  M  F

Age Group :  Below 30  31-40  41-50  Above 51

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*After filling cut out this questionnaire and mail it to:*  
STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068

## INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.No student shall be allowed to appear in any examination / practical without it.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station/ Concerned Regional Centre.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## STUDENT CARD

for

?????

(FOR USE OF IGNOU FACILITIES ONLY)



Indira Gandhi National Open University

## ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU BScN (PB) Programme. We acknowledge the receipt of your Application Form. Your admission into this programme is provisional and subject to verification within IIBF databank. In case you are not a member of IIBF, your admission into the Programme shall be cancelled.

Please mention Enrolment Number and course applied for in all your future correspondence with the University.

### To be filled in by the Student.

Course Applied for : **BScN (PB)**  
DD No. : .....  
DD Date : .....  
Amount : .....  
DD Drawn on : .....

For Office Use Only

Your Enrolment Number is

Enrolment No. \_\_\_\_\_

Name of the Programme \_\_\_\_\_

Name \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_

\_\_\_\_\_

Address (in Capital Letters) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Mobile No. \_\_\_\_\_

Full Signature of the Candidate \_\_\_\_\_

**PASTE**

LATEST PHOTOGRAPH TO BE  
PASTED WHICH WILL  
BE  
ATTESTED BY  
UNIVERSITY OFFICE

ATTESTED BY

Affix  
Postage  
stamp for  
Rs 6/-

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From  
The Regional Director,  
IGNOU Regional Centre

\_\_\_\_\_  
\_\_\_\_\_

PIN:

--	--	--	--	--	--

